



EFFECTIVE: MAY 2009
CURRICULUM GUIDELINES

A. Division: **Education** Effective Date: **May 2009**

B. Department / Program Area: **Commerce & Business Admin/ Office Administration** Revision New Course

If Revision, Section(s) Revised:
 Date of Previous Revision:
 Date of Current Revision:

C: OADM 1117 D: Spreadsheets I E: 2

Subject & Course No.	Descriptive Title	Semester Credits						
<p>F: Calendar Description:</p> <p>This is a BCCampus online provincial course. This course provides you with a working knowledge of electronic spreadsheets using Microsoft Excel. You will learn how to design, create, modify, and present professional-looking spreadsheets for use in today's workplace. Exercises include using formulas and built-in functions to solve mathematical problems. You will also learn how to illustrate and present spreadsheet data in graphic form.</p>								
<p>G: Allocation of Contact Hours to Type of Instruction / Learning Settings</p> <p>Primary Methods of Instructional Delivery and/or Learning Settings:</p> <p>Online instruction</p> <p>Number of Contact Hours: (per week / semester for each descriptor)</p> <p>5 hours per week 50 hours per semester</p> <p>Number of Weeks per Semester:</p> <p>10 weeks X 5 hours/week = 50 hours/semester</p>	<p>H: Course Prerequisites:</p> <p>OADM 1104: Online Learner Success AND OADM 1116: Introduction to Computers and the Internet</p>							
	<p>I: Course Corequisites:</p> <p>Nil</p>							
	<p>J: Course for which this Course is a Prerequisite</p> <p>Nil</p>							
	<p>K: Maximum Class Size:</p> <p>24</p>							
<p>L: PLEASE INDICATE:</p> <table style="width: 100%;"> <tr> <td style="width: 5%; text-align: center;"><input type="checkbox"/></td> <td>Non-Credit</td> </tr> <tr> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td>College Credit Non-Transfer</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td>College Credit Transfer:</td> </tr> </table> <p style="text-align: center;">SEE BC TRANSFER GUIDE FOR TRANSFER DETAILS (www.bctransferguide.ca)</p>			<input type="checkbox"/>	Non-Credit	<input checked="" type="checkbox"/>	College Credit Non-Transfer	<input type="checkbox"/>	College Credit Transfer:
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M: Course Objectives / Learning Outcomes

Upon successful completion of this course you will be able to:

- Plan, create, modify, and present spreadsheets
- Organize, edit, and enhance data in spreadsheets to achieve business standards
- Use formulas and built-in functions appropriately and correctly to solve problems and critically assess the results
- Design efficient spreadsheets capable of answering “what if” questions to solve business problems.
- Plan, organize, create and present spreadsheet data in graphic form

N: Course Content:

Unit 1 Getting started with Excel

- Introducing Excel
- Planning a workbook
- Entering text, numbers, and dates in cells
- Working with columns and rows
- Working with cells and cell ranges
- Working with formulas
- Working with worksheets
- Editing your work
- Previewing and printing a worksheet

Unit 2 Formatting a worksheet

- Formatting workbooks and text
- Working with color
- Formatting data and cells
- Copying and pasting formats
- Applying styles and working with themes
- Using conditional formats
- Formatting and hiding worksheet data

Unit 3A Working with formulas and functions

- Copy formulas
- Use relative and absolute cell references
- Working with functions
- Use Autofill
- Use IF function
- Use Date function
- Use PMT function

Unit 3B Using assumptions

- Use isolated area of worksheet to enter values that can be changed to perform analysis
- Use absolute cell addresses in formulas to reflect isolated area of worksheet
- Test worksheet for accuracy
- Perform analysis based on “what if” scenarios

<p>Unit 4 Project 1</p> <ul style="list-style-type: none"> • Plan effective charts • Identify chart elements • Create embedded charts and charts in a chart sheet • Move, size, edit, and enhance charts • Create a chart using nonadjacent ranges • Use various chart types <p>Unit 5 Working with charts and graphics</p> <ul style="list-style-type: none"> • Create and plan effective charts • Identify chart elements • Format charts • Add a data series to an existing chart • Use various chart types • Create a chart sheet <p>Unit 6 Working with Excel tables</p> <ul style="list-style-type: none"> • Plan and create an Excel table • Maintain an Excel table • Sort and filter data • Calculate summary statistics • Insert subtotals <p>Unit 7 Project 2</p> <p>Unit 8 Invigilated project/final exam</p>										
<p>O: Methods of Instruction</p> <p>Communication between instructor and students will be conducted online using the Desire2Learn (D2L) email, discussion and chat utilities. The instructor will guide the students through a series of learning objectives using motivation and online instruction.</p>										
<p>P: Textbooks and Materials to be Purchased by Students</p> <p>Text: <i>New Perspectives on Microsoft Office Excel</i>, by J. Parsons, D. Oja, R. Ageloff, and P. Carey. Course Technology.</p> <p>Software: Microsoft Excel 2007, Internet Explorer 6.0 or later, Windows XP with Service Pack (SP) 2, Windows Server 2003 with SP1 or later operating system.</p>										
<p>Q: Means of Assessment</p> <table border="0" style="width: 100%;"> <tr> <td style="padding-left: 20px;">• Assignments</td> <td style="text-align: right;">50%</td> </tr> <tr> <td style="padding-left: 20px;">• Quizzes</td> <td style="text-align: right;">10%</td> </tr> <tr> <td style="padding-left: 20px;">• Projects</td> <td style="text-align: right;">15%</td> </tr> <tr> <td style="padding-left: 20px;">• Invigilated final/project</td> <td style="text-align: right;"><u>25%</u></td> </tr> <tr> <td>Total</td> <td style="text-align: right;">100%</td> </tr> </table>	• Assignments	50%	• Quizzes	10%	• Projects	15%	• Invigilated final/project	<u>25%</u>	Total	100%
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Total	100%									

R: Prior Learning Assessment and Recognition: specify whether course is open for PLAR

The course is open to PLAR.

Course Designer(s): Wayne Ratcliffe

Education Council / Curriculum Committee Representative

Dean / Director: Robert Buller

Registrar: Trish Angus

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